

Instructions for Housing Rehabilitation/Reconstruction Site Specific Environmental Review

This Guide discusses the key environmental requirements that CDBG and HOME funding recipients must comply with to assure protection of the environment and to consider how environmental conditions could impact their projects.

Different programs require the preparation of an environmental analysis at different times in the application funding process depending upon whether they are subject to federal or state laws, or both. Increasingly, federal and state funding programs are encouraging more thorough analysis of potential environmental impacts during the initial project planning stage, rather than waiting until the funding decision has been made. Practical experience has shown that it is far better to identify potential problems in the planning process while the project is still being developed and to avoid them entirely, rather than to have to develop time consuming and expensive mitigation measures when a project is underway.

CDBG and HOME funding recipients must adequately consider potential environmental impacts while the project is still being planned. Completing a cursory environmental review will cause you to give consideration to condition that may have to be addressed in the location, design, or construction of an apartment complex or development of a housing subdivision to avoid potential adverse environmental impacts or expensive mitigation or construction costs. Issues that should be taken into consideration are whether or not the project will impact important wildlife habitat or alter an identified historic structure. Or, consider whether or not the environment could affect the project. Evaluate whether or not there is an identified floodplain surrounding the project area that could at some time, threaten CDBG or HOME funded facilities or are there soils or geologic conditions that could make building construction more expensive?

Before your CDBG or HOME funded project gets underway, federal and state law require that both you and the City of San Antonio conduct a final and thorough review of potential environmental impacts from the project. The key law that governs this is as follows:

The **National Environmental Policy Act (NEPA) of 1969** establishes national policies and procedures for protecting and enhancing environmental quality. Under NEPA, CDBG and HOME recipients are responsible for analyzing the potential environmental impact of a proposed project and making a formal determination regarding its probable impact. Under federal regulations, HCD cannot release funds for a CDBG or HOME funded project until the recipient (you) has certified that a review of the project activities demonstrates that no significant impact on the human environment is likely to occur or that actions have been initiated that would mitigate any potential impacts to the extent practicable.

SUBRECIPIENT RESPONSIBILITIES

The CDBG and HOME complexities of the NEPA environmental review process are often difficult to understand. The procedures outlined on the following pages are intended to present the process as simply as possible. In addition, if at any time during the period of the CDBG or HOME project it becomes necessary to substantially revise or amend the project scope of work, it may be necessary to repeat the environmental review process to assess the impact of proposed changes.

- 1. Receive Authorization from HCD to Incur Costs for "Environmentally Exempt" Activities** - Following the announcement of grant awards, grant recipients must execute a grant contract with HCD. **Costs cannot be incurred against the CDBG or HOME grant until the grant contract is signed and specific authorization to incur costs is received from the HCD Programs Analysts assigned to your project.**

When the grant contract has been executed, a HCD Program Analysts will issue a specific authorization for each grant recipient to begin incurring costs for "environmentally exempt" activities. "Environmentally exempt" activities include administrative activities such as project planning and management, administrative and engineering consultant selection, engineering and design costs, and environmental review activities, including the historic preservation review. The CDBG or HOME funding of Housing Administrative activities fall into this Category of Exempt.

Administrative activities are "exempt" from the environmental review requirements under 24 CFR Part 58.34. These are the only costs that can be incurred before the Environmental Review Record (ERR) is completed and funds are released. It is important to note that expenditures for such costs are paid by the Subrecipient (you) until reimbursement at a later date by HCD.

Reimbursement is contingent upon the Subrecipient's (your) completion of the ER, release of funds by HCD, the signing of the grant contract between the grantee and HCD, and fulfillment of all special conditions incorporated in the contract. Unless all of these items are completed, HCD cannot reimburse the Subgrantee/subrecipient for any costs incurred.

- 2. Initiate Historic Preservation Review** - During project start up, special attention must be paid to the federal requirements for historic preservation. To avoid delay, it is important at the onset that grantees consider the potential effect of the project on historic properties and archaeological resources. **A crucial initial step Subrecipient must take is to formally request comments from the Texas State Historical Preservation Office (SHPO) regarding possible historical impacts. A model letter to be sent to SHPO is provided (Appendix B).**

Section 106 of the National Historic Preservation Act [36 CFR Part 800] requires that federally assisted undertakings take into account the effect of the project on properties included in or eligible for the National Register of Historic Places. In particular circumstances, prior to approval of an undertaking, the federal Advisory Council on Historic Preservation must be allowed an opportunity to comment -- 36 CFR Part 800.1(a).

CDBG and HOME fund recipients are required to plan and carry out their projects as may be necessary to minimize harm to historic properties and to consider mitigating measures where appropriate. Section 106 requires that the historic preservation review process be completed prior to the approval of the expenditure of any Federal funds on an undertaking or prior to the issuance of any license or permit -- 36 CFR Part 800.3 (c).

3. **Undertake Remaining Environmental Review - Each CDBG and HOME Subrecipient must prepare and maintain a complete written record of the environmental review undertaken. This written record or file is called the Environmental Review Record (ERR) and must be available for public review in the City's Department of Housing and Community Development.** It must contain a description of the project and each of its component activities carried out by the CDBG or HOME fund recipient, including any documents, notices, information, and public comments received pertinent to the environmental review.

HOUSING AND COMMUNITY DEVELOPMENT RESPONSIBILITIES

1. **Designate the Environmental Certifying Official** - HUD requires its grantees to designate an Environmental Certifying Official by an adopted resolution that will be responsible for all further activities associated with the environmental review. The certifying official may be the chief elected official or any other official or staff of the recipient jurisdiction. This person should be capable of defending any information provided to the public or HUD, or any conclusions or determinations arrived at, as part of the environmental review process. It is for this reason, the City requires complete and accurate information and activities that are certified as having been conducted in accordance with required Federal and State Laws.

The City of San Antonio has designated the Director of the Department of Housing and Community Development as its Environmental Certifying Official. As the Certifying Official, the Director of the Department of Housing and Community Development has tasked the staff of the Department of Housing and Community Development with the responsibility for monitoring the work performed by the Subrecipients and signing off on the appropriate certifications.

For purposes of federal law, the designated Environmental Certifying Official will be considered a federal official under the requirements of 24 CFR Part 58, and will be responsible for assuring compliance with all of the environmental requirements, and will represent the City of San Antonio in any challenge to the City's compliance with environmental requirements.

Environmental Analysis & Procedures (Categorical Exclusion under 24 CFR Part 58.35(a))

The purpose of the environmental analysis is to ensure that the site of interest contains no imminent threat to the health and safety of the household or the structural integrity of the dwelling itself. All development activities financed fully or in part with federal resources are required to undertake an environmental review process pursuant to 24 CFR Part 58. There are certain activities that are exempt or excluded from some of the provisions outlined in 24 CFR Part 58.

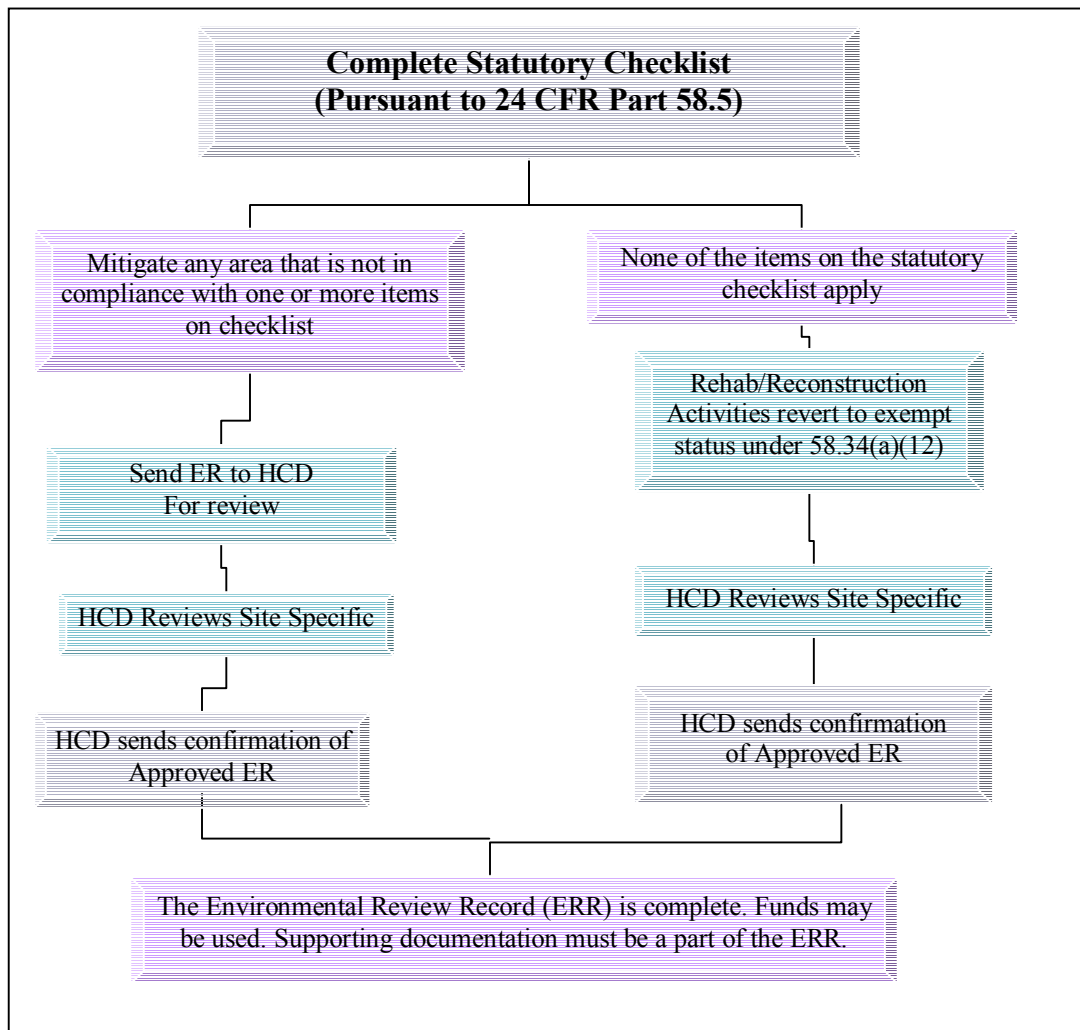
The proposed activity to be undertaken typically initiates the level of environmental review that will be required. This guideline is developed specifically for HCD's Housing Services providers/partners. According to 24 CFR Part 58.35(a)(3)(i), rehabilitation/reconstruction activities are categorically excluded, meaning that a full environmental assessment pursuant to the National Environmental Protection Act (NEPA) regulations is not required. Categorically excluded activities typically replace or improve existing facilities or structures, i.e., they retain the original usage of a structure or facility; do not increase the size or unit density of the structure or facility being improved by more than 20 percent; and do not change land uses (commercial to residential).

This categorical exclusion does not exempt the Subrecipient (You) from completing and properly documenting an Environmental Review Record (ERR) for each activity. A compliance determination analysis using the Site Specific Statutory Checklist (Appendix A), pursuant to 24 CFR Part 58.5 and 58.6, will be used to determine whether or not a further environmental review is needed. The Checklist identifies several federal laws and authorities found in 24 CFR Part 58.5. If compliance with any item on the checklist is required, a further review must be completed along with certain publication requirements and authorizations mandated by HUD before the "compliance determination" can be considered finished. If a further review is required, the Subrecipient (You) should immediately notify the Department of Housing and Community Development for direction. Please note that if compliance with the federal laws or authorities is required, the environmental review process may take up to 60-days to complete.

The Site Specific Statutory Checklist (Appendix A) must be completed for **each** proposed activity. **Funds cannot be committed and work cannot begin prior to completion of the compliance determination.** If it is determined that compliance with the federal laws and authorities listed on the Checklist is not required, the proposed activity will revert to an exempt activity according to 24 CFR Part 58.34(a)(12), and certain typical environmental processes are excluded. The diagram on the next page portrays an accurate picture of what needs to occur in order to document the ERR for each activity. HCD will require documentation to support each Subrecipient's compliance determination with the federal laws and authorities.

KEY ENVIRONMENTAL REVIEW STEPS

The key environmental review steps that apply to CDBG or HOME funded projects are summarized below and explained in detail in the following pages:



If one or more of the Checklist statutes are invoked after performing the review, a more in depth analysis will need to be performed, after which the procedures on the left of the diagram will need to be followed.

1. The Subrecipient (You) cannot incur or obligate costs for non-exempt activities (except certain administrative costs) and HCD cannot release funds for the project until the environmental requirements have been satisfied and the CDBG or HOME contract has been signed and all contract conditions fulfilled.
2. Subrecipient (You) are strongly urged to initiate the historic preservation review process as soon as possible in order to avoid time delays with project start up activities.
3. Exempt (i.e., Administration of your housing programs) projects do not need to satisfy federal environmental laws and regulations, but documentation justifying that they are "exempt" must be submitted to and approved by HCD and maintained in the ERR.
4. Categorically Excluded (Appendix A) projects are *Exempt* from NEPA but may or may not be *Exempt* from other applicable environmental laws and regulations. Typically, housing rehabilitation is considered to be categorically excluded. This guide was created in order to explain the forms which must be completed.
5. Projects that are not Exempt or Categorically Excluded (Appendix A) must undergo a more formal environmental review, either in the form of an Environmental Assessment (EA) or Environmental Impact Statement (EIS).

STEP-BY-STEP PROCESS FOR HOUSING SITE SPECIFIC ENVIRONMENTAL REVIEWS

The Site Specific Statutory Checklist (Appendix A) is attached and made a part of these instructions. Please use the following instructions and background information for completion of the Site Specific Statutory Checklist (Appendix A). Supporting documentation is required for each of the statutory requirements. **Acceptable forms of documentation are reference maps, correspondence from appropriate regulatory authorities, documented site visits and observances from inspectors, memorandums to the file, website information, specialized reports or tests, etc.**

All Subrecipients are required to maintain copies of the Site Specific Statutory Checklist (Appendix A) and necessary documentation to support and/or explain decisions made and steps taken in the environmental process. Please note that each Subrecipient must document all answers to the Site Specific Statutory Checklist (Appendix A) and keep the documentation in the file as well as forward all information to HCD prior to activity commencing. Subrecipients may devise and utilize the most efficient manner to complete the Site Specific Statutory Checklist (Appendix A), so long as the documentation supports the decision made.

Prior to committing any funds, environmental clearance is needed. All Subrecipients are required to complete the environmental review per activity as soon as possible and forward to HCD along with each scope of work.

(These instructions are a brief description of the essential findings needed to establish compliance. These instructions are not intended to replace the applicable regulations. Applicable regulations take precedence over these brief instructions). **The Preparer of the Statutory Worksheet must DOCUMENT OR ATTACH THE SOURCES OF THE DETERMINATION.**

Record the finding status on the STATUTORY WORKSHEET for each listed Federal statute, regulation, and authority as follows:

Status “Not Applicable to this Project” applies when compliance with the authority is not applicable to the project, such as in the case of Coastal Barriers. All CDBG and HOME project activity undertaken in the City of San Antonio are outside the Texas Coastal Management Program (CMP) boundary; therefore the projects are not subject to review.

Status “Does not affect the resources under consideration” applies when compliance with the authority is achieved without adverse effects on the protected resource, without necessary mitigation or attenuation **AND** when no formal consultation, permit or agreement is required to establish compliance. In these situations, enter **“Does not affect the resources under consideration”** in the STATUTORY WORKSHEET status column.

Status “Consultation /Review/Permits Required” applies when project compliance with the authority requires formal consultation, a permit or agreement, OR when the proposal may have an adverse effect on the protected resources. Evidence of completion and implementation of the required procedures or mitigation must be retained in the project Environmental Review Record (ERR).

Mark the box “**Approvals/Permits Obtained**” when compliance and/or mitigation is achieved.

Enter either Yes or No in the box labeled “**Attachments**” appropriately to indicate the required approvals, permits, compliance and/or mitigation is attached to the ER.

EXEMPT ACTIVITIES

Exempt - subject to related laws at 24 CFR 58.5: NEPA requirements and related Federal laws and authorities under 58.5 are not applicable to the project. However, **requirements under 58.6 are applicable** as they pertain to the Flood Disaster Protection Act, the Coastal Barrier Resources Act, and the Airport Runway Clear Zones and Clear Zones Disclosures.

Activities considered **Exempt** include the following:

- Environmental and planning studies;
- General administrative costs;
- Payment of costs for eligible public services that *will not have a physical impact or result in any physical changes*, including but not limited to services addressing employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
- *Inspections and testing of properties for hazards and defects (such as Lead-based paint).*
- *Preliminary and final engineering and design costs* incurred for an eligible CDBG/HOME program activity;
- *Technical assistance and training.*
- Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration;

Required Action:

None – the HCD Programs Analyst assigned to your program will complete the required Environmental Review for Programs that are determined to be Exempt from NEPA.

STEP 1: OBTAIN BLANK SITE SPECIFIC STATUTORY CHECKLIST (APPENDIX A)

Discussion:

The Site Specific (Site Specific) Statutory Checklist (Appendix A) must be completed for each proposed activity. Funds cannot be committed and work cannot begin prior to completion of the compliance determination. Use the Site Specific Statutory Checklist (Appendix A) when the activity consists of Downpayment Assistance, Housing acquisition and/or rehabilitation/reconstruction (no new construction) where:

- The number of residential units on any one site is fewer than five (5);
- Land use classification is **NOT** being changed (e.g., single-family to multi-family);
AND,
- Rehabilitation activity will be conducted on a residential building (with one to four units) on scattered sites when the sites are more than 2,000 feet apart; OR
- The activity is downpayment assistance.

Action required: Proceed to Step 2

The most current version of the Site Specific Statutory Checklist can be downloaded www.sanantonio.gov/hcd or request a copy via e-mail to communitydevelopment@sanantonio.gov

STEP 2: HISTORIC PROPERTIES

Discussion:

Section 106 of the National Historic Preservation Act of 1966 establishes procedures to be followed when federally funded actions may directly or indirectly have an effect on historic properties. For all projects that involve new construction on vacant property, or demolition or rehabilitation of buildings 50 years old or older, a Historic Resource Inventory Form must be completed and submitted to the State Historic Preservation Office (SHPO) for an effect determination. The SHPO in Texas is the Commissioner of the Texas Historical Commission. SHPO must be consulted for a determination before any rehabilitation; demolition or new construction is started on any program sites. Except for Exempt Projects (although Texas Antiquities Code is still applicable) HCD must contact the State Historic Preservation Officer (SHPO) to determine whether the project will affect historically or archaeologically significant areas or structures.

Projects that typically involve such reviews are housing rehabilitation; renovation of older, historic buildings for adaptive re-use; and projects involving excavation of land. In certain instances, you may be carrying out projects that involve historically significant structures or that are located in a historic district. Often these include projects like the removal of architectural barriers for the handicapped in public buildings such as libraries. Properties that are on the National Register of Historic Places, maintained by the U.S. Department of the Interior's National Park Service, or potentially may be nominated for inclusion in the National Register must be reviewed for architectural and historical significance by the SHPO. ***SHPO has thirty (30) days in which to respond.***

Action Required:

- 1. Research the project site to ensure it is not listed on or eligible for the National Register of Historic Places. Ensure that the site is not located in a historic district or more than 50 years old. Attach a copy of a property summary from the Bexar County Appraisal District. Printing Instructions are located in Appendix G.***
- 2. If any proposed project involves demolition or rehabilitation of buildings 50 years or older, check "Consultation Required, Permit and/or Mitigation Required" on the Site Specific to indicate that procedures will be implemented to review individual project sites to address the above requirements.***
- 3. Contact the State Historic Preservation Office (SHPO) using the template located at www.sanantonio.gov/hcd (Sample can be found in Appendix B).***
- 4. Allow at least thirty calendar days for the SHPO to review and respond. If a response is not received after the thirty-day review period, proceed based on your determination stipulated in the notice to SHPO. A copy of the Historic Preservation Notice and response must be kept in the Environmental Review Record.***
- 5. Attach a copy of your letter to and the response from SHPO that is received to your Site Specific.***

OR

*If all structures proposed for demolition or rehabilitation are less than 50 years old, check "Not Applicable to the Project" on the Site Specific and **provide a brief explanation of the review procedures used to meet the requirements of this statute.***

A full description of Historic Preservation Requirements are found in the National Historic Preservation Act of 1966 (16 U.S.C. Section 470, particularly Section 106 (16 U.S.C. Section 470f), the Archeological and Historic Data Preservation Act of 1974 (P.L. 93-291, 16 USC 469), the Executive Order 11593, Protection and Enhancement of the Cultural Environment, May 13, 1971, (36 FR 8921, May 15, 1971) and in the Antiquities Code of Texas, chapter 191 Natural Resources code.

STEP 3: LEAD-BASED PAINT

Discussion:

Properties built before 1978 are subject to lead-based paint testing pursuant to the Lead-Based Paint Poisoning Act and must comply with all provisions outlined in 24 CFR Part 35. Properties built post 1978 are not subject to this requirement. The Subrecipient must indicate accordingly on the Site Specific (Appendix A). Lead-based paint can be a time consuming issue. Housing constructed prior to 1978 may require abatement and mitigation procedures associated with lead-based paint discovery.

Action Required:

1. *If the project site was built post 1980, **check "Not Applicable" on the Site Specific.***

OR

1. *If the project site was built prior to 1980 and children under the age of six will or are expected to reside in the residence, **check "Consultation Required, Permit and/or Mitigation Required" on the Site Specific.***
2. ***Provide a description of the mitigation measures that will be taken if the project site contains lead-based paint.***

OR

1. *If the project site was built prior to 1978 and there will be no children under the age of six residing in the residence, **check "Does not affect the resources under consideration" on the Site Specific.***
2. ***Provide a statement of fact that children and/or elderly does not or will not reside in the project site.***

STEP 4: COASTAL ZONE MANAGEMENT

Discussion:

The purpose of the Coastal Zone Management Act of 1972 is to preserve, protect, develop, and where possible, to restore or enhance, the resources of the coastal zones. This encompasses such

analyses that would seek to provide protection of natural resources, including wetlands, floodplains, estuaries, beaches, dunes, barrier islands, coral reefs, and fish and wildlife and their habitat within the coastal zone.

Action Required:

The City of San Antonio has received clearance dated 9/22/03 from Tammy S. Brooks, Texas General Land Office, Coastal Coordination Dept. stating that all San Antonio projects are outside the Texas Coastal Management Program (CMP) boundary; therefore not subject to review.

- 1. Check "Not Applicable to the Project" on the Site Specific and provide the language used above.***

STEP 5: FLOOD PLAIN MANAGEMENT AND WETLANDS PROTECTION

Discussion

This review is required only if the rehabilitation or reconstruction activity is in a floodplain. If the proposed activity is located in a floodplain, the homeowner will have to carry flood insurance and the district would need to be a participant in the National Flood Insurance Program (NFIP). The footprint of the home cannot be increased in a floodplain or wetland area in the case of reconstruction activity. Development in the wetlands is discouraged where there is a practicable alternative in order to preserve wetland areas. Documentation complying with the above provisions is required.

In addition to floodplain management requirements, programs classified as Categorically Excluded (Subject to 58.5) or Environmental Assessment must consider the following regulations for projects located in the Special Flood Hazard Area (SFHA). Special flood hazard area (SFHA) means the land in the floodplain within the county subject to a one-percent or greater chance of flooding in any given year and shown on the FIRM as zone A, A1-30, AE, V, V1-30 or VE.

Detailed information on HUD regulations for development in flood zones can be found at: <http://www.hud.gov/offices/cpd/energyenviron/environment/subjects/floodwetlands/index.cfm>. FIRM maps are available from the City's Planning department (<http://maps.sanantonio.gov>), or the Federal Emergency Management Agency (FEMA), at the Flood Map Store: <http://store.msc.fema.gov>

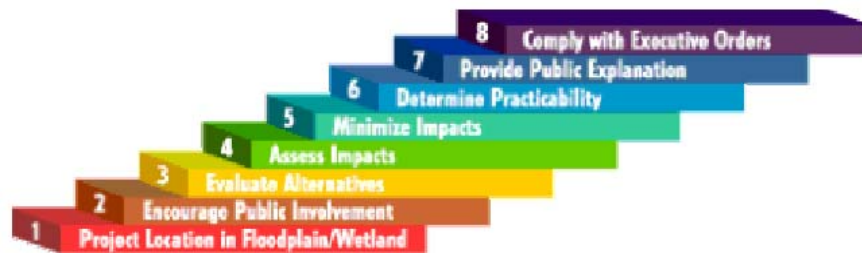
Action Required:

- 1. If the site is not within an SFHA, check "Not Applicable to the Project" on the Site Specific Statutory Checklist. Regardless of the location of the site, source documentation for these determinations must include a copy of a FEMA map, with the Panel Number and Effective Date. In the event the FEMA map is a blank panel, a Zoning Map from the Planning Department's website is required.***

OR

1. *If any proposed project involves rehabilitation or reconstruction in an SFHA, check the box labeled "Consultation Required, Permit and/or Mitigation Required" on the Site Specific and follow the 8-Step Planning Process.*
2. *Attach copies of the public notices and comments received (if any) to your Site Specific.*
3. *Attach a copy of the Homeowner's Flood Insurance Policy.*

Eight Step Planning Process for Floodplain/Wetland Management



EO 11988: Floodplain Management

EO 11990: Wetland Protection

(Note: See 44 CFR 9.6 for more detailed information.)

STEP #1

Will the action be located in a wetland and/or the 100-year floodplain or will it have the potential to affect a wetland or floodplain?

If no, you are finished

If yes, continue to step #2

STEP #2

A public notice must be published at the earliest possible time to provide information about the proposed project (1st Notice).

The notice must be disaster-wide & project specific

Not applicable, you are done

Applicable, move on to step #3

STEP #3

Is there any reasonable alternative to locating the project in a floodplain or wetland?

If yes, you must locate the action at the alternative site

If no, continue to step #4

STEP #4

If the action must go in the wetlands or floodplain then the full range of impacts associated with the action must be identified.

Not applicable, you are done

Applicable, move on to step #5

STEP #5

All potential adverse impacts must be avoided, minimized, or compensated for.

Not applicable, you are done

Applicable, move on to step #6

STEP #6

Reevaluate the proposed action to determine if it is still practicable in light of its exposure to flood hazards, the extent to which it will aggravate the hazards of others and its potential to disrupt floodplain and wetland values.

Not applicable, you are done
Applicable, move on to step #7

STEP #7

If you decide to take an action that affects a floodplain or wetland, a 2nd public notice must be published (for a minimum of 15 days) to explain why affecting a floodplain or wetland is the only practicable alternative.

Not applicable, you are done
Applicable, move on to step #8

STEP #8

Review the implementation and post-implementation phases of the proposed action to ensure that the requirements of the order are fully implemented.
Oversight responsibility shall be integrated into existing processes.

Not applicable, you are done
Applicable, approval conditioned on review of implementation and post-implementation phases to insure compliance of the Executive Orders

STEP 6: SOLE SOURCE AQUIFERS

Discussion:

The Sole Source Aquifers (Safe Drinking Water Act of 1974, as amended) protects Sole Source Aquifers. Subrecipients/Subgrantees must not locate projects within an area designated by U.S.

Environmental Protection Agency (EPA) as being supported by a sole source aquifer. Contractor Localities should consult with the Aquifers Division of EPA for the implementation of project mitigation measures to avoid contaminating the aquifer, and maintain the documentation in the ERR..

NOTE: In the State of Texas, this requirement applies only to projects whose projects might impact the Edwards Aquifer (Austin and San Antonio Areas).

Detailed information on the EPA Sole Source Aquifer program can be found at: <http://www.epa.gov/region02/water/grndtop.htm>, <http://www.epa.gov/region02/water/aquifer/index.html> or at www.tnrcc.state.tx.us

Action required:

Per TNRCC website (5/3/04) the Edwards Aquifer is located outside Loop 1604 on the Northwest, and slightly inside Loop 1604 on the Northwest.

- 1. If the project site is not located in the area, check "Not Applicable".***

2. *Attach a copy of a Zoning map from the Planning Department's website <http://maps.sanantonio.gov/website/Zoning/viewer.asp>. (Instructions on printing maps from the Planning Department's website are included in Appendix F)*

OR

1. *If the project site is located at or near this target area, check "Consultation Required, Permit and/or Mitigation Required" on the Site Specific.*
2. *Work in collaboration with your HCD Programs Analyst to complete the required consultation with the Edwards Aquifer's Division of EPA prior to undertaking the action.*
3. *Attach documentation of consultation.*

STEP 7: ENDANGERED SPECIES

Discussion:

Endangered species are protected under the Endangered Species Act of 1973 which was implemented to provide for the conservation of endangered species and threatened species of fish, wildlife and plants that have esthetic, ecological, educational, historical, recreational, and/or scientific value to the community.

Action Required:

HCD review has determined that CDBG and/or HOME funded projects are unlikely to impact any endangered species. Properties will not be located in endangered habitat area such as springs, rivers, or lakes with underground or water endangered life. Nor in bat caves or part of a bird flight path & projects will not result in major changes in land use. This project is located within the San Antonio City Limits, a large urban City.

1. *Check "Not Applicable to the Project" on the Site Specific **and include the language provide above.***

HOWEVER

If it is determined that the project site is located in or near an endangered habitat area such as springs, rivers, or lakes with underground or water endangered life,

1. *Check "Consultation Required, Permit and/or Mitigation Required," to indicate that prior to commencement of any project where ground disturbance will occur, consult with Fish and Wildlife Services to determine the potential for impacts of the proposed action on any rare, threatened, or endangered species.*
2. ***Attach documentation of the consultation.** Work in collaboration with your HCD Programs Analyst to complete the required consultation.*

STEP 8: WILD AND SCENIC RIVERS

Discussion:

The Wild and Scenic Rivers Act establishes review requirements for federal projects in or near rivers classified as wild, scenic, or recreational under this act, rivers under study for inclusion in the system, or rivers listed in the Nationwide Rivers Inventory.

Action required:

San Antonio does not have "Wild or Scenic" rivers.

1. *Check "Not Applicable to the Project" on the Site Specific and include the language provide above.*

STEP 9: CLEAN AIR ACT

Discussion:

The Clean Air Act as amended is potentially applicable to all proposed activities. Air quality is an impact category for which specific federal and non-federal governmental standards exist. Consideration of air quality involves both analyzing the impact of the proposed project on air quality in the community and the impact of the existing environment on the proposed project forecasting. It depends on project size, type and its location (i.e., the suitability of the particular location for the type of project planned.) Such consideration might, for example, prohibit siting any facility with high air emissions too close to any populated areas.

Projects conducted by CDBG/HOME subrecipients/Subgrantees are typically not of a scale which requires consideration of most provisions of the Clean Air Act, with the exception of handling and disposal of Regulated Asbestos Containing Material (RACM). **Section 112 of the Clean Air Act** establishes national standards for handling and disposal of asbestos, an airborne contaminant known to be hazardous to human health.

Information about asbestos in buildings is available from EPA at <http://www.epa.gov/asbestos/ashome.html>

Action required:

San Antonio has voluntarily committed to reducing air pollution by submitting an Air Quality Plan to the Alamo Area Council of Governments (AACOG) for record. This plan is currently in place until 2007.

1. *If the project will not involve disturbance or removal of Regulated Asbestos Containing Material (RACM), check "Not Applicable" on the Site Specific and include the language provided above.*

OR

1. *If any proposed project will involve disturbance or removal of Regulated Asbestos Containing Material (RACM), check "Consultation Required, Permit and/or Mitigation Required" to indicate that all work involving asbestos will be conducted according to Federal/State/Local requirements.*
2. *Negotiate suitable mitigation measures with the Air Quality Management District or Board*

3. *Obtain necessary permits and issue required notices. (For example, 40 CFR §61.145 requires 10-day prior notification to the Air Quality District Administrator whenever either 260 linear ft., 160 sq.ft., or 35 cubic ft., of asbestos containing material is to be disturbed).*
4. *Attach approved permit to EA*

STEP 10: FARMLANDS PROTECTION

Discussion:

The Farmland Protection Policy Act of 1981 requires proposals to use federal funds for residential development that result in conversion of farmland to nonagricultural use to be evaluated according to criteria found at 7 CFR Part 658(b). To minimize the extent to which federally-assisted actions and projects convert farmland to nonagricultural uses, the Farmlands Protection Policy Act (FPPA) was enacted in 1981. The FPPA (7 USC Sec. 4201 et seq.) defines prime farmland, unique farmland, and farmland of state or local importance. The U.S. Department of Agriculture issued regulations in 1984 implementing the FPPA. The Natural Resources Conservation Service (NRCS) is the enforcement agency of these regulations in Texas.

Action required:

This Act excludes land already in or committed to, urban development (including “urbanized area”) defined by the Census Bureau as population density of 50,000 or more. San Antonio has a population of more than 1.12 million (per COSA web “A Profile of SA” printed 5/04).

1. *Check "Not Applicable" on the Site Specific Statutory Checklist and include the language provided above.*

STEP 11: ENVIRONMENTAL JUSTICE

Discussion:

Pursuant to Executive Order 12898, agencies must, to the greatest extent practicable and permitted by law, identify and address disproportionately high and adverse human health or environmental effects of programs, policies, and activities on minority and low income populations. The Department of Environmental Protection is responsible for regulating compliance with the environmental justice requirement. Each Subrecipient must comply with Executive Order 12898 as well.

Action Required:

1. *If the project activities will not significantly affect income patterns, demographics, or cause changes within city neighborhoods **check "Not Applicable" on the Site Specific***

OR

1. *If the project activities will significantly affect income patterns, demographics, or cause changes within city neighborhoods **check "Consultation Required, Permit and/or Mitigation Required" on the Site Specific.***
2. ***Provide explanation of mitigation measures.***

STEP 12: NOISE AND AIRPORT RUNWAY CLEAR ZONES

Discussion:

HUD Environmental Criteria and Standards at 24 CFR 51(b) describe HUD's general policy to provide minimum national standards applicable to HUD programs to protect citizens against excessive noise in their communities and places of residence. Particular emphasis is placed on compatible land use planning in relation to airports, highways, and other source of high noise. HUD Noise Assessment Guidelines are used when a project site is located within 1,000 feet of a major highway, 3,000 feet of an active railroad line, or 15 miles from a major commercial or military airport.

For projects that include only moderate rehabilitation (under \$25,000 per unit), noise attenuation (through the construction of barriers or architectural features) is encouraged in all projects where it is apparent that excessive noise levels exist. For substantial rehabilitation projects, a noise assessment worksheet must be prepared according to procedures described in *The Noise Guidebook*, HUD-953-CPD, updated June 5, 2002. Noise attenuation is strongly encouraged in substantial rehabilitation projects where the average ambient day-night noise level (DNL) exceeds 65 decibels (dB). For new residential construction projects, a noise assessment must be prepared if the site is in close proximity to transportation noise sources as described above. Part 51 establishes the following thresholds for acceptability of new construction in a noise sensitive area:

DNL	Required Action
65 dB or less	Acceptable - No further action required.
65-70 dB	Normally Unacceptable - minimum 25 dB window-wall noise attenuation or other mitigation action required.
70-75 dB	Normally Unacceptable - minimum 30 dB window-wall noise attenuation or other mitigation required.
Greater than 75 dB.	Unacceptable - action allowed with adequate noise attenuation, or other mitigation, but only if an environmental impact statement (EIS) is prepared, or a waiver of the EIS requirement is issued.

An online version of The Noise Guidebook can be found at:

<http://www.hud.gov/offices/cpd/energyenviron/environment/resosources/guidebooks/noise/index.cfm>

Action required:

It is HCD's policy that Subrecipients perform a noise study when a property is near any of the sites listed as "noise generators" within the distances outlined by HUD. If the project is located less than 1,000 feet of a major highway, 3,000 feet of an active railroad line, 15 miles from a major commercial or military airport, or other major source of noise.

- 1. Check "Consultation Required, Permit and/or Mitigation Required" to indicate that sites will be reviewed according to HUD Noise Assessment Guidelines.***
- 2. Attach a copy of the noise study to your Site Specific.***
- 3. Provide a description of how you plan to mitigate.***

OR

1. *Presume there will be a noise issue and perform compliance/mitigation activities.*
2. *Check " Consultation Required, Permit and/or Mitigation Required " to indicate that sites will be reviewed according to HUD Noise Assessment Guidelines.*
3. *Provide a scope of work that includes standard noise mitigation measures.*

OR

1. *If noise attenuation is cost prohibitive, you must submit a homeowner disclosure statement and signed waiver (Appendix C).*
2. *Check "Does not affect the resources under consideration" to indicate that sites will be reviewed according to HUD Noise Assessment Guidelines.*
3. *Attach a copy of the signed waiver.*

STEP 13: EXPLOSIVE AND FLAMABLE OPERATIONS

Discussion:

HUD Notice 79-33 in 24 CFR 51 is a HUD requirement that is not required elsewhere in Federal regulations. HUD Environmental Criteria and Standards at 24 CFR 51(c) **are applicable to HUD-assisted projects which involve new residential construction, conversion of nonresidential buildings to residential use, rehabilitation of residential properties that increases the number of units, or restoration of abandoned properties to habitable condition.**

For these activities, the acceptable separation distance (ASD) to the site from flammable or explosive materials stored aboveground must be calculated. Federal financial assistance is prohibited when an unprotected site is less than the ASD from a thermal/explosive hazard. Modification of the proposed layout, design, or siting should be considered when a proposed project is less than the ASD from a hazardous facility. This regulation does not provide any waiver provision.

Detailed information on HUD regulations for development near thermal/explosive hazards can be found at:
<http://www.hud.gov/offices/cpd/energyenviron/environment/resources/guidebooks/hazfacilities/index.cfm>

Action required:

This Site Specific ER is designed for single-family rehabilitation or reconstruction, therefore this requirement does not apply to your project activity:

1. ***Check "Not Applicable" on the Site Specific.***

STEP 14: TOXIC CHEMICALS AND RADIOACTIVE MATERIALS

Discussion:

HUD environmental standards at 24 CFR Part 58.5(i)(2) establishes HUD policy that all properties proposed for use in HUD programs be free of hazardous materials, contamination, toxic chemical and gases, and radioactive substances, where a hazard could affect the health and safety of occupants or conflict with intended utilization of the property. For new construction or rehabilitation of multi-family housing with five or more units, an evaluation of previous uses of the site or other evidence of contamination on or near the site, must be conducted, to ensure that the occupants of proposed sites are not adversely affected by these hazards.

For all new construction or rehabilitation projects, particular attention must be given to any proposed site on or in the general proximity of such areas as dumps, landfills, industrial sites, or other locations that contain, or may have contained, hazardous wastes. Current techniques by qualified professionals must be used to undertake investigations determined necessary.

The HUD guidance document Choosing an Environmentally 'Safe' Site is available at:

<http://www.hud.gov/utilities/intercept.cfm?/offices/cpd/energyenviron/environment/subjects/toxins/safstiepub/pdf>

The Department of Housing and Community Development has already obtained a list of TNRCC's Superfund registry sites of Toxic Chemicals and Radioactive Materials for Bexar County:

- 403 Somerset Rd., R & H Oil Co., FEDERAL Superfund Site
- 931 W. Laurel St., First Quality Cylinders, State Superfund Site
- 301 – 305 E. Grayson St., Phipps Plating, State Superfund Site
- 4927 Higdon Rd., J. C. Pennco Waste Oil Svc, State Superfund Site
- 23340 Highway 16 (Von Ormy), Harris Sand Pits, State Superfund
- 20280 So. Payne Rd., Pioneer Oil & Refining Co., State Superfund

Action required:

1. *For programs that do not include activities requiring compliance with Part 51(c) requirements, check "Not Applicable".*

OR

1. *If any proposed project will involve rehabilitation or reconstruction of 1-4 family residential units, check "Consultation Required, Permit and/or Mitigation Required" to indicate that compliance with this HUD policy will be accomplished by conducting an evaluation of previous uses of the site or other evidence of contamination on or near the site, or that the site is on or in the general proximity of such areas as dumps, landfills, industrial sites, or other locations that contain, or may have contained, hazardous wastes, using current techniques by qualified professionals.*

2. *Provide a brief explanation of the review procedures used to meet the requirements of this statute.*

STEP 15: RUNWAY CLEAR ZONES AND ACCIDENT POTENTIAL ZONES

Discussion:

HUD Environmental Criteria and Standards at 24 CFR 51(d) The purpose of this regulation is to promote compatible land uses around civil airports and military airfields by identifying suitable land uses for Runway Clear Zones at airports and for Clear Zones and Accident Potential Zones at military airfields. Potential aircraft accident problems that are inevitable side effects of aircraft operations make some types of development incompatible or unsuitable for locations in the immediate vicinity of airports and airfields.

HUD funds may not be used for assistance, subsidy or insurance for construction, land development, new communities, community development or redevelopment or any other provision of facilities and services designed to make land available for construction, or rehabilitation which significantly prolongs the physical or economic life of existing facilities, in designated Runway Clear Zones at major commercial airports, or Clear Zones at military airports, except where written assurance is made that the project proposed for development will not be frequently used by people, and where written assurances are provided by the airport operator that no plan exists to purchase the property as part of a Runway Clear Zone or Clear Zone acquisition program. For Accident Potential Zones at Military Airfields, projects must generally be consistent with recommendations in the Land Use Compatibility for Accident Potential Zones contained in Department of Defense Instruction 4165.57, 32 CFR Part 256.

Go to:
<http://west.dtic.mil/whs/directives/corres/pdf2/i416557.pdf> **obtain a copy of the compatible uses for Accident Potential Zones.**

Action required:

Runway Clear Zones are entirely contained inside Airport properties (SALA and Kelly Annex). Projects will not be located inside Airport properties. Maps identifying location of Clear Zones are on file at HCD.

1. ***Check "Not Applicable" on the Site Specific and include the language provided above.***

The APZ area for Lackland AFB is encompassed within the parameters of Loop 410, IH 35 and the Poteet/Jourdanton Freeway (Hwy 16) and the parameters of Loop 410, Bandera Rd, General McMullen and Hwy 90.

1. ***If the site does not fall within an APZ, mark "Not Applicable" on the form.***
2. ***If the site does fall within an APZ, mark "Does not affect the resources under consideration". A Disclosure Statement must be provided to buyer. Attach a copy of the signed disclosure to this form.***

STEP 16: MAKE ENVIRONMENTAL DETERMINATION

Discussion and Action Required:

Based on the information provided in your Site Specific Statutory Checklist you must make one of the following determinations:

1. This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license ***(Check this box if the Status "Not Applicable to this Project" or "Does not affect the resources under consideration" has been determined in the status column for all authorities).***

OR

2. This project cannot convert to Exempt because one or more statutes/authorities require consultation or mitigation. Consultation/mitigation requirements must be attached. ***(Check this box if the Status "Not Applicable to this Project" has not been determined in the status column for all authorities).***

OR

3. The unusual circumstances of this project may result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Obtain authorization to proceed from the Responsible Entity, then Prepare the EA according to 24 CFR Part 58 Subpart E.

STEP 17: SUBMIT SITE SPECIFIC STATUTORY CHECKLIST

Discussion & Action required:

The Site Specific Statutory Checklist must be submitted to your assigned HCD Programs Analyst for review and signature.

The completed Site Specific Statutory Checklist must include the Site Specific Statutory Checklist Form, a site map (preferably a Zoning Map), A FEMA map, a copy of the letter to and response from SHPO and other required supporting documentation.

HCD's Environmental Review Officer (ERO) is the final reviewer prior to submission for signature by the Certifying Officer. The ERO will review the ERs for completeness, accuracy of supporting documentation and compliance with required signature(s) and Environmental Laws and statutes.

Approved Site Specifics will be maintained on file as part of the Environmental Review Record and a copy, accompanied by a transmittal letter, will be returned to the Subrecipient. A sample letter is provided in Appendix D.

If the ER is not complete or requires revision, the ERO will return the Site Specific Statutory Checklist with written explanation. A sample letter is provided in Appendix E.

APPENDIX A

SAMPLE

The most current version of the ERR Form can be downloaded from
www.sanantonio.gov/hcd or request a copy via e-mail to
communitydevelopment@sanantonio.gov or

1. Submitting Agency Name, Location & Phone #:		2. Project Name: Project/Grant Number:							
3. Housing Client Name and Address		4. Funding Source <input type="checkbox"/> CDBG <input type="checkbox"/> HOME Total Estimated Cost of project: \$ Amount of CDBG Funding: \$ Amount of HOME Funding: \$							
5. <input type="checkbox"/> Multifamily <input type="checkbox"/> Elderly <input type="checkbox"/> Single Family <input type="checkbox"/> Other	6. Number of: _____ Dwelling Units _____ Buildings _____ Acres	7. Displacement: <input type="checkbox"/> No <input type="checkbox"/> Yes (if Yes, explain)							
8. <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Down Payment Assistance <input type="checkbox"/> Reconstruction <input type="checkbox"/>		9. Is the project in compliance with local zoning requirements? <input type="checkbox"/> No <input type="checkbox"/> Yes (if No, explain)							
10. City Council District:		11. School District:							
By signing below the Subrecipient certifies in writing that each activity or project noted in the record meets the conditions specified for the classified Environmental Review under section 24 CFR 58.34(a), 58.35(b) or 58.5 and that the necessary site visits have been conducted and compliance documentation has been prepared and reviewed in order to properly release funds and proceed with the activities of the project. Please keep a copy of this determination in your project files.									
12. Preparer: (signature) x	Date:	13. Supervisor: (signature) x	Date:						
Housing and Community Development Use Only: Findings and Recommendations are to be prepared after the environmental analysis is completed. Date Received by HCD:									
<input type="checkbox"/> Project is recommended for approval (List any conditions and requirements): <input type="checkbox"/> Project is recommended for rejection (State reasons):									
Comments (if any) by CD Analyst:									
By signing below the Housing and Community Development staff certifies in writing that each activity or project noted in the record meets the conditions specified for the classified Environmental Review under section 24 CFR 58.34(a), 58.35(b) or 58.5 and that the necessary site visits have been conducted and compliance documentation has been prepared and reviewed in order to properly release funds and proceed with the activities of the project. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Signature CD Analyst: x</td> <td style="width: 50%; border: none;">HCD Coordinator (signature) x</td> </tr> <tr> <td style="border: none;">Printed Name: _____</td> <td style="border: none;">Printed Name: _____</td> </tr> <tr> <td style="border: none;">Date: _____</td> <td style="border: none;">Date: _____</td> </tr> </table>				Signature CD Analyst: x	HCD Coordinator (signature) x	Printed Name: _____	Printed Name: _____	Date: _____	Date: _____
Signature CD Analyst: x	HCD Coordinator (signature) x								
Printed Name: _____	Printed Name: _____								
Date: _____	Date: _____								
Reviewed for conformance with policy and procedures: ERR Officer's Signature: <u>Consuelo Munoz</u> x _____ Date: _____									
By signing below the Responsible Entity certifies in writing that each activity or project is meets the conditions specified for the specified Environmental Review under section 24 CFR 58.34(a) Approving Official: <u>Andrew W. Cameron, Certifying Official Director, Housing & Community Development</u> x _____ Date: _____									

Site Specific Statutory Checklist
Certification of Categorical Exclusion (Subject to 58.5)
Determination of activities per 24 CFR 58.35(a)
May be subject to provisions of Sec 58.6, as applicable

PROJECT DATA

Describe condition of house/facility and what specifically the funds will be used for: _____

REGULATORY COMPLIANCE DOCUMENTATION ATTACHMENT CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> FEMA Map | <input type="checkbox"/> Zoning Map (if required) |
| <input type="checkbox"/> Project Photos | <input type="checkbox"/> Target Area Map (if required) |
| <input type="checkbox"/> Copy of Letter to SHPO | <input type="checkbox"/> Copy of response from SHPO (if not stamped
on the original letter) |
| <input type="checkbox"/> Copy of Property Summary from the Bexar Appraisal District | |
| <input type="checkbox"/> Other: _____ | |

**The most current version of the ERR Form can be downloaded
from www.sanantonio.gov/hcd or request a copy via e-mail to
communitydevelopment@sanantonio.gov or**

SITE SPECIFIC STATUTORY CHECKLIST

The most current version of the ERR Form can be downloaded from www.sanantonio.gov/hcd or request a copy via e-mail to communitydevelopment@sanantonio.gov or

Area of Statutory or Regulatory Compliance	Not Applicable to this Project	Does not affect the resources under consideration	Consultation	Review/Permits Required	Approvals/Permits Obtained	All determinations need explanation. Reference to documentation, sources, notes, and correspondence	Attachments Y/N
State and Local Laws							
Historic Preservation [36 CFR Part 800]							
Lead-Based Paint							
Coastal Zone Management							
Flood Plain & Wetland Protection [Executive Order 11990]							
Sole Source Aquifers [40 CFR 149]							
Endangered Species Act [50 CFR 402]							
Wild and Scenic Rivers Act [Sections 7(b), and (c)]							
Clean Air Act - [Sections 176(c), (d), and 40 CFR 6, 51, 93]							
Farmland Protection Policy Act [7 CFR 658]							
Environmental Justice [Executive Order 12898]							
HUD ENVIRONMENTAL STANDARDS							
Noise Abatement and Control [24 CFR 51B]							
Explosive and Flammable Operations [24 CFR 51C]							
Toxic Chemicals and Radioactive Materials [HUD Notice 79-33]							
Accidental Potential Zones [24 CFR 51D]							

DETERMINATION:

- () This project converts to Exempt, per Section 58.34(a)(12), because it does not require any mitigation for compliance with any listed statutes or authorities, nor requires any formal permit or license; OR
- () This project cannot convert to Exempt because one or more statutes/authorities required consultation or mitigation; OR
- () The unusual circumstances of this project may result in a significant environmental impact. This project requires preparation of an Environmental Assessment (EA). Obtain authorization to proceed from the Responsible Entity, then Prepare the EA according to 24 CFR Part 58 Subpart E.

APPENDIX B

Mr. Charles M. Peveto, Historian
For Mr. F. Lawrence Oaks, Executive Director
Texas Historical Commission
P. O. Box 12273
Austin, TX 78711-2776

RE: Consultation under 36 CFR Part 800
City of San Antonio, Texas - Dept. of Housing & Community Development

Dear Sir:

The City has approved funding for the below project, and requests your review:

Project Name: _____
Project Address: _____
Type of Project: _____
Ordinance Number _____ Date _____
(Project description, maps and photos attached)

In accordance with HUD provisions and the City of San Antonio has conducted a historical review of the [project site/structure] and has reached the following conclusion/determination:

_____ The [project] is not new construction, vacant property, demolition, or rehabilitation of an older building for adaptive re-use. The [site/structure] has not been found to have any architectural, cultural or historic significance. [Structure] is not 50 years old or older, is not located within a Historic district, no exterior work or land excavation is to be performed, the City Historic Preservation is in favor of the project and has provided written support, [or see attached reasons].

_____ The [project] is either new construction, vacant property, demolition, or rehabilitation of an older building for adaptive re-use, or this project may require additional information that should be considered. It has been determined that the [Structure] is over 50 years old, exterior work or excavation is being performed, the site location is located in a historical district, the structure/site has architectural interest or cultural significance, or see attached reasons. This project may require consultation, pre-approval, specification review and approval, or a permit to be issued.

Please provide your determination of the likely effect this proposed activity/project would have on the environment, of the potential impact to historic preservation within the City of San Antonio; specifically related to historical structures and sites. The City is committed to having only minimal or “no significant impact”. If you disagree with our finding and have additional information we should consider, or have any questions please do not hesitate to call. If we do not hear from you within 30 calendar days, we will assume that you agree with our determination and we will proceed with the project.

Consuelo Munoz, Environmental Review Officer (210) 207-5467
Department of Housing & Community Development

Attachments

Cc: Ann McGlone, City of San Antonio, Planning Department

Space provided below for State Historic Preservation Officer:

APPENDIX C

Noise Mitigation Waiver

Agency Name (this notice can be placed on Agency Letterhead)

Project Name/Type: _____

Client Address: _____

The City of San Antonio, Department of Housing and Community Development requires this Notice to Prospective Rehabilitation Clients be given to anyone interested in participating in an Owner-Occupied Housing Rehabilitation Program that is funded in whole or in part by Community Development Block Grant (CDBG) and/or HOME Programs which is located within 1,000 feet of a major highway; 3,000 feet of an active railroad line; or 15 miles from a major commercial or military airport.

Your residence that you are interested in Rehabilitating/Reconstructing at [street address, city, state, zip code] is located within:

- ☐ 1,000 feet of a major highway;
- ☐ 3,000 feet of an active railroad line; or
- ☐ 15 miles from a major commercial or military airport.

We, [Agency Name], wanted to bring this information to your attention. Your signature on the space below indicates that you are now aware a noise assessment must be prepared and that you choose to:

- ☐ Agree to the required modifications necessary to reduce noise if the assessment results in noise levels that are not acceptable to the City of San Antonio, or
- ☐ Waive the required modifications necessary to reduce noise if the assessment results in noise levels that are not acceptable to the City of San Antonio.

Homeowner Signature: _____ date _____

Homeowner Signature: _____ date _____

Telephone Number(s): _____

Witness Name and Title

Witness Signature

Date

Include necessary Attachment(s)

APPENDIX D

Sample Notice of Approved Site Specific

DATE

Director, Anytime Housing Rehabilitation
123 ABC Street
San Antonio, Texas 78xxx

Dear Director:

This letter is to notify you that the City of San Antonio, Department of Housing and Community Development, in assuming authority compliance with the National Environmental Policy Act of 1969 regulations (40 CFR Parts 1500- 1508), has reviewed the Site Specific Environmental Review submitted by your agency for the _____ project located at _____ and has determined that [Agency] has fully carried out its responsibilities for environmental review, decision-making and action pertaining to the project named above and it is hereby approved.

[Agency] can proceed with the funding of the project named above and submit the appropriate Integrated Disbursement and Information Systems (IDIS) set-up and begin project activity.

While we anticipate that there will be slight incidental environmental effects of noise pollution, these will be temporary in nature, and will only be present during the project construction period.

This letter will be retained in our Environmental Review Record.

Sincerely,
Director of Housing and Community Development

APPENDIX E

Sample Notice of Correction

DATE

Director, Anytime Housing Rehabilitation
123 ABC Street
San Antonio, Texas 78xxx

Dear Director:

This letter is to notify you that the City of San Antonio, Department of Housing and Community Development, in assuming authority compliance with the National Environmental Policy Act of 1969 regulations (40 CFR Parts 1500- 1508), cannot approve the Site Specific Environmental Review submitted by your agency for the _____ project located at _____.

The specific reasons are as follows:

- ☐ Failure to provide copy of FEMA Map
- ☐ Failure to provide copy Property Summary from the Bexar Appraisal District or
failure to attach a copy of construction agreement (in case of DPA)
- ☐ Failure to provide copy of Zoning Map
- ☐ Failure to provide copy of Target Area Map
- ☐ Failure to provide copy of Copy of Letter to SHPO
- ☐ Failure to provide copy of response from SHPO
- ☐ Other: _____

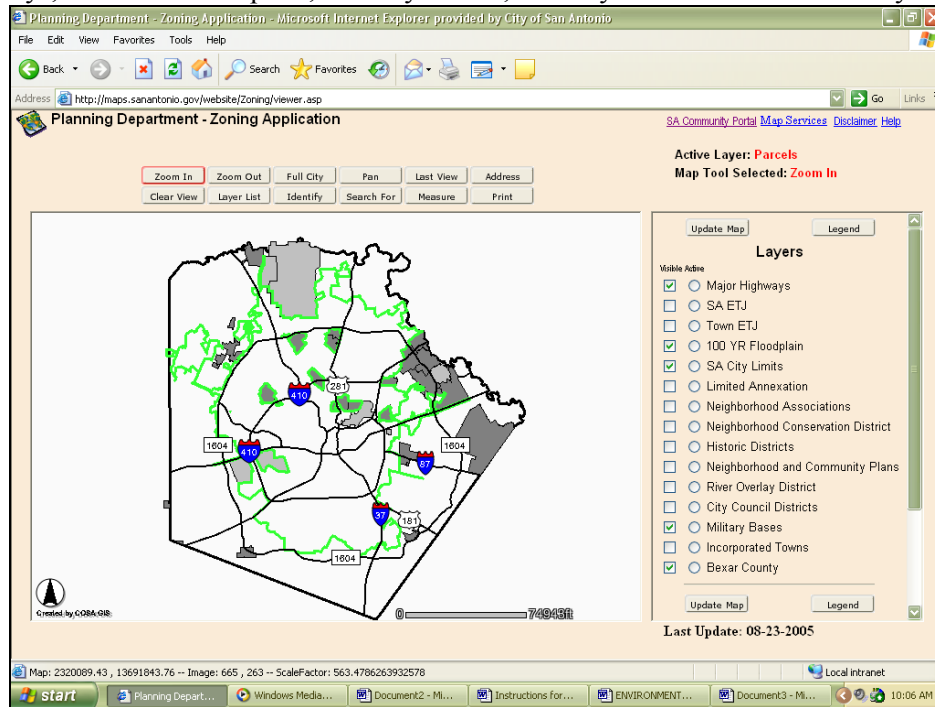
This letter will be retained in our Environmental Review Record.

Sincerely,
Director of Housing and Community Development

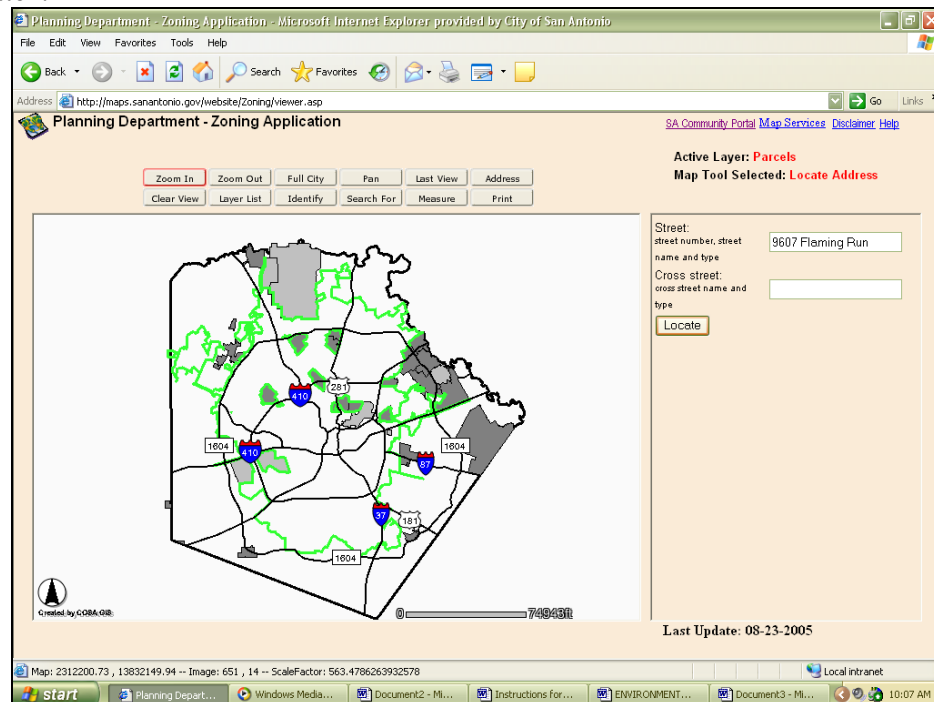
APPENDIX F

Zoning Map Printing Instructions

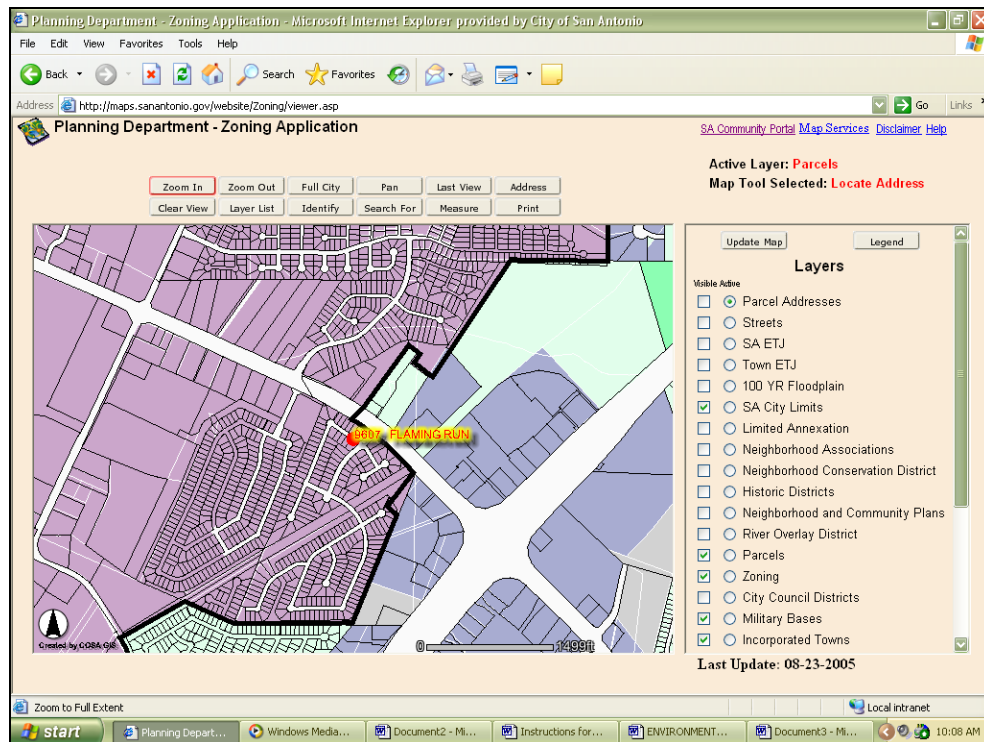
1. Go to Website: http://maps.sanantonio.gov/default_zoning.asp?res=1024&ver=true
And accept the terms of use. Be sure that the layers are consistent with those shown in the photo below: Major Highways, 100 Year Floodplain, SA City Limits, Military Bases and Bexar County.



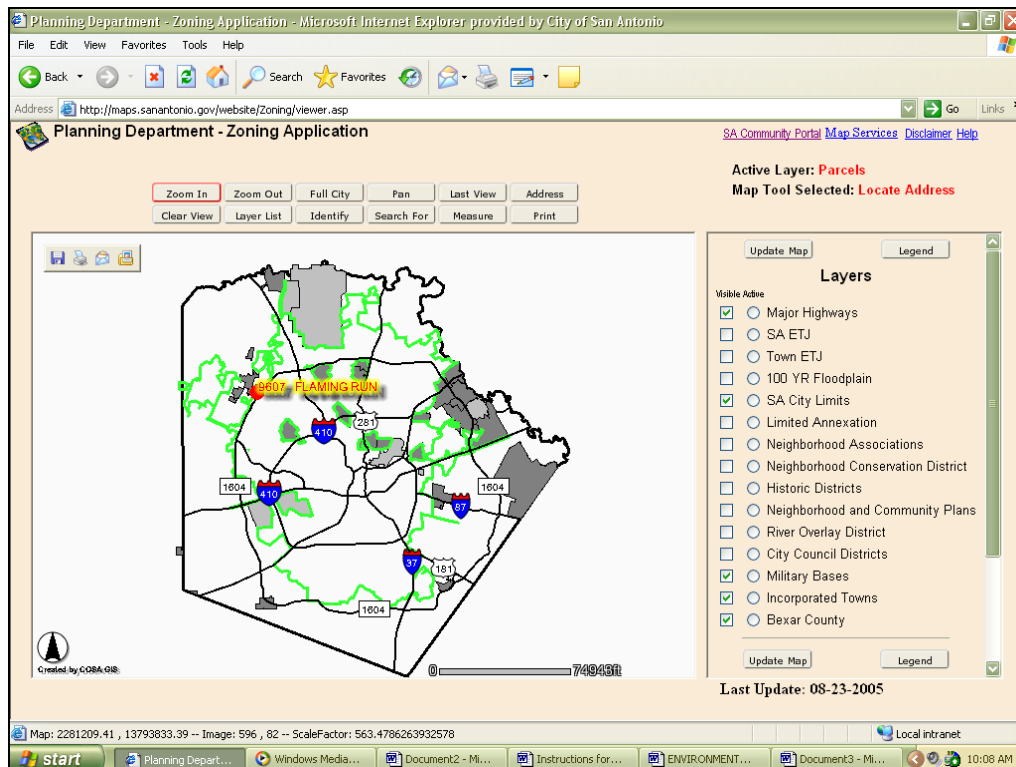
2. Click the button labeled "Address" and enter the site address (a cross street is optional). Click the "Locate" button.



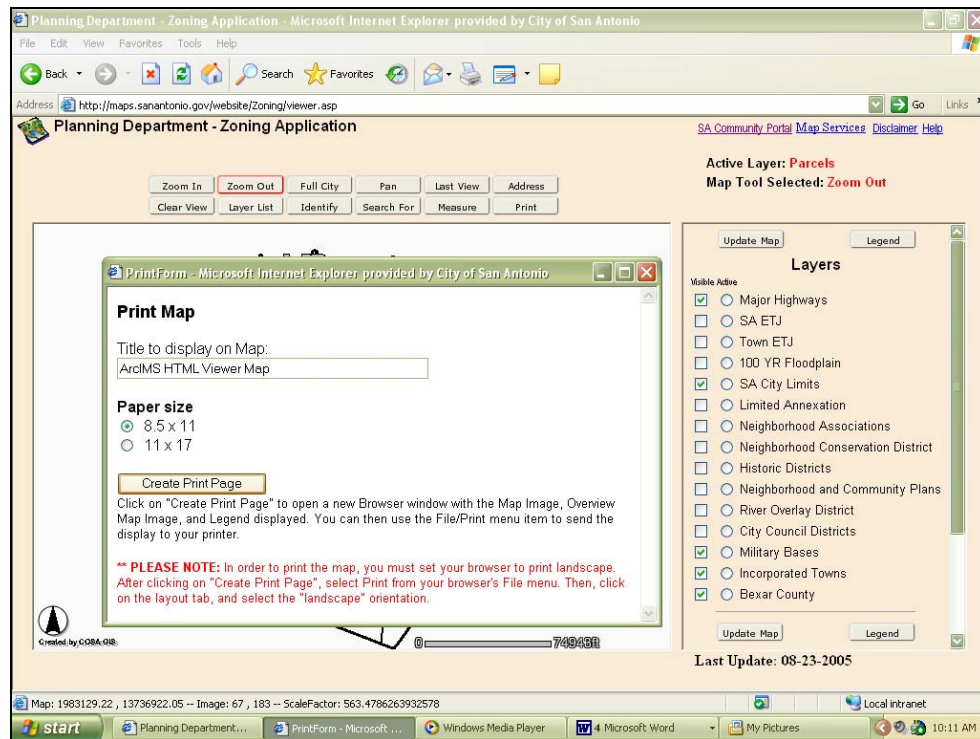
3. You will receive a map similar to the one pictured below. Click on the button labeled “Full City”.



4. In order to satisfy the Sole Source Aquifer requirement the your map should show the location of your project relative to Loop 1604



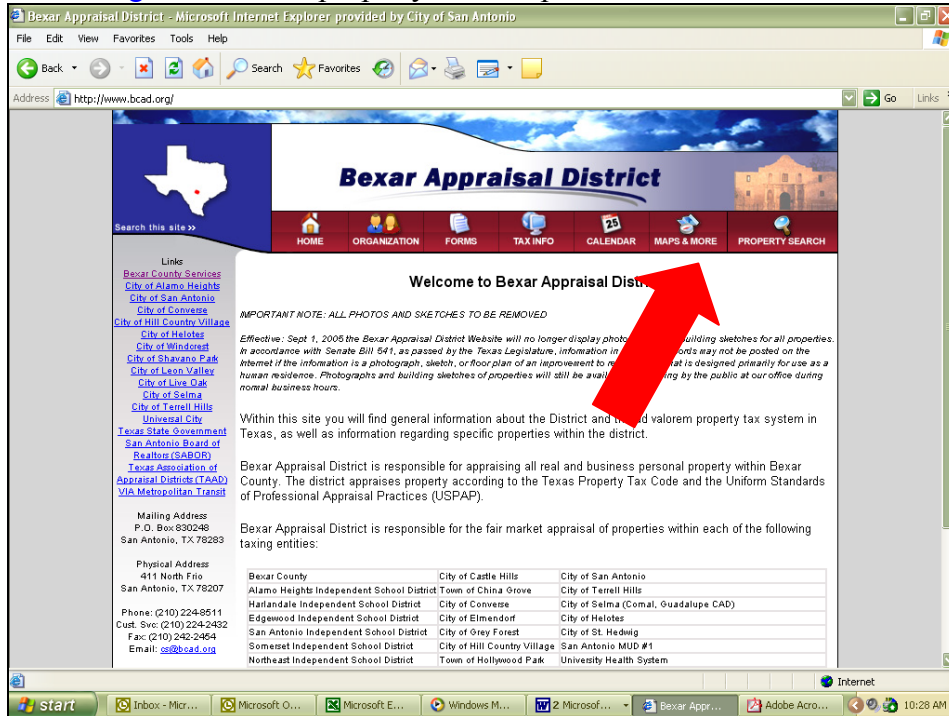
5. Print the map by clicking on the button labeled “Print”. You will print a blank page if you select any other print option. Once you click the print button, you should receive a message box similar to the one in the picture below. Click the “Create Print Page” button.



APPENDIX G

BCAD Property Summary Printing Instructions

1. www.bcad.org: click on the property search option:



2. Enter the property address in the field labeled “Number” and the street in the field labeled “Street” and click the “Search Records” button.

Year: 2005

Property ID:

Property Type: All

Owner Name:

Geo ID:

Situs Location - Prefix: Number: 1400 Street: Flores

Search Options: ☐ Sort by Geo ID ☐ Sort by Owner ☒ Sort by Situs

List Options: ☐ Legal Description ☒ Situs Address

Records Per Page: 25

Disclaimer:

All information contained herein, is considered in the public domain and is distributed without warranty of any kind, implied, expressed or statutory; it may be freely distributed or copied as permitted by law. The Bexar Appraisal District makes no claims, promises or guarantees about the accuracy, completeness, or adequacy of this information and expressly disclaims liability for any errors and omissions.

Information relating to 2005 should be considered a "work in progress"; the information may be in various states of entry, correction and verification; the information may be incomplete or inaccurate and will probably change. Prior year data is informational only and does not necessarily replicate the values certified to the tax office.

3. Select the Summary option

The screenshot shows a web browser window titled "True Automation - Microsoft Internet Explorer provided by City of San Antonio". The address bar displays "http://www.bcad.org/clientdb/propertydetails.asp?prop=100176". The page header is "Bexar CAD - 2005". Below the header, there are tabs for "Property", "Improvements", "Land", "Roll History", "Deed History", and "Summary". The "Summary" tab is selected, indicated by a red arrow. The page content is divided into two main sections: "Name, Address and Property Information" and "Property Value and Taxing Jurisdiction Information".

Name, Address and Property Information

Owner ID	Property ID	Geo ID
70113	100176 (Real)	00014-000-0106

Property Value and Taxing Jurisdiction Information

Property Values	
(+)Improvement Homesite Value:	\$0
(+)Improvement Non-Homesite Value:	\$1,008,970
(+)Land Homesite Value:	\$0
(+)Land Non-Homesite Value:	\$118,800
(+)Agricultural Market Valuation:	\$0
(+)Timber Market Valuation:	\$0
(=)Market Value:	\$1,127,770
(-)Ag or Timber Use Value Reduction:	\$0
(=)Appraised Value:	\$1,127,770

4. Print and attach to the Site Specific.